Neighborhood and Homeowner Association Registration Policy

The purpose of this document is to help ensure the functionality of Neighborhood Associations as well as the effectiveness of the services provided by the Neighborhood Services Division. These policies set forth minimum requirements to maintain Registered Association status, thereby providing more effective communication between neighborhoods and the City and ensuring an open, inclusive and democratic process.

Definitions

Neighborhood - A community of people who live near one another or in a geographically contiguous, self-selected, boundary and whose residents share a common link such as a school, public street pattern, parks, architectural styles or time periods, or infrastructure. A neighborhood is typically not a single residential development. Neighborhoods may include businesses, churches, and other community entities.

Neighborhood Association - Any group of persons organized for the sole purpose of improvement of a particular geographic area within the City of Kansas City, Missouri. This autonomous organization formed by residents within the specific defined geographic area includes the homeowners, property owners, renters and businesses within the defined boundaries. Registered associations represent the position of the association or the board of directors and provide information to the City on issues affecting neighborhoods.

Registered Neighborhood - Any neighborhood or homeowners group that is formally registered by the City of Kansas City, Missouri.

Neighborhood Services Division - A division of the Neighborhood and Community Services Department of the City of Kansas City Missouri. Neighborhood Services strives to maintain positive neighborhood relations, provide useful information and encourage public participation, promote citizen self-sufficiency, preserve neighborhoods, and leverage resources to serve our community.

Benefits of Registration

The registration forms a direct link between neighborhood associations and the City. Registered Associations may provide additional information on issues affecting neighborhoods to City boards, committees, and councils. Your neighborhood would be:

- Presented with a Certificate of Registration
- Contacted about issues of concern to residents in your geographic area
- Eligible to vote in Kansas City Neighborhood Advisory Council elections
- Eligible to participate in the Neighborhood Clean-up Program
- Included in the Neighborhood database that is widely used for public outreach
- Available to utilize the City's neighborhood support services which include, but are not limited to newsletter and flyer printing services, neighborhood block watch training, and leadership development training.

• Provided notification of community events and other pertinent information which may inform and impact your neighborhood.

How can a Neighborhood Association become registered?

Complete a Neighborhood Application that requests the following information:

- A. Name of the Neighborhood Association
- B. Description of the Neighborhood Association boundaries. The boundaries of the Association shall be clearly stated and shall not overlap the boundaries of any existing registered Association.
- C. Name, telephone number, and address of two primary contacts for the association and an alternate contact.
- D. Where and how often the Neighborhood Association meets
- E. Bylaws/Articles of Incorporation/501c (3) To maintain active status, a copy of at least one of these documents containing all the information above (A-C) shall be on file with the Neighborhood Services Division

There shall be only one representative group for any geographic area; overlapping boundaries are not permitted. The Kansas City Neighborhood Advisory Council will review the application for completeness and forward its recommendation to the Neighborhood Services Division of the Neighborhood and Community Services Department. The Neighborhood Services Division will manage the neighborhood registration process.

How can a Neighborhood Association become registered?

Call the Neighborhood Services Division at 513-3200 or download the form from our website at:

http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/NeighborhoodServices/REGISTRATIONFORM

Applications can also be mailed to:

Neighborhood Services Division Neighborhood and Community Services Department 414 East 12th Street, 4th floor Kansas City, Mo. 64106

Bylaw Requirements to Receive and/or Maintain Registration Status

1. Bylaws

To maintain active registration, a copy of the Association's bylaws shall be on file with the Neighborhood Services Division. All Neighborhood Associations will adopt bylaws that will govern rules of procedure and contain, at a minimum, the following provisions:

Membership

Membership must be available to all residents, landowners, and businesses located within the boundaries of the neighborhood. Any person who lives, or owns any real property, or any legal entity who operates a place of business or institution, within the recognized boundaries of the neighborhood, and any person meeting this criteria shall be considered a member of the neighborhood association. The neighborhood association shall be responsible for maintaining up-to-date active membership lists.

Meeting Requirements

All association meetings shall be open to all people living within the association's boundaries and shall comply with the following:

<u>Number of Meetings</u> Hold meetings, not less than once in each calendar year, at which all members may vote to elect and/or appoint officers. The Association is strongly urged to maintain documentation of compliance with this provision. In the event that there is a claim of non-compliance, the Neighborhood Services Division may request documentation to resolve the dispute.

<u>Notices of Meetings</u> Post in advance reasonable notice of all meetings with clearly stated meeting times and locations shall be provided to households. For purposes of this section, "reasonable notice" shall be 72 hours or more, and may be by email notification, visible yard signs, flyers or newsletters. "Reasonable notice" may also include the establishment of a regularly scheduled meeting.

Elections

Election procedures for Officers and voting requirements for members shall be clearly expressed in the Association's bylaws. Elections shall be held at least once every year. Bylaws should list all elected and/or appointed positions and include a brief job description and any requirements for the position(s). The Association is strongly urged to maintain documentation of compliance with this provision. In the event that there is a claim of non-compliance, the Neighborhood Services Division may request documentation to resolve the dispute.

Boundaries

The boundaries of the Neighborhood Associations shall be defined by neighborhood association and may be modified as noted in this policy. The boundaries must be clearly stated in the neighborhood association's bylaws and should not overlap those of any other neighborhood associations. The neighborhood association should make every effort to include every household within the defined boundaries.

Standing Outreach and Community Engagement Activities

Elected officers must perform ongoing outreach to include the coordination of one annual community event designed to engage all residents within the identified geographic boundary. Outreach can include newspaper announcements, public service announcements, mailings, and meeting notices posted in conspicuous places. Examples of annual events may include National Night Out, neighborhood-wide garage sale, neighborhood picnic, etc.

Boundary Issues

Boundary Changes

To amend the boundaries of a registered Neighborhood Association, the Association may submit notification to the Kansas City Neighborhood Advisory Council stating the purpose of the amendment. Changes to boundaries shall be submitted with the cooperation and participation of all affected parties. A document acknowledging cooperation must be signed by each President of the affected Neighborhood Association and included with the written request. Note that each Association's bylaws shall also be updated to reflect any boundary changes.

Boundary Dispute

In cases where a new Association is seeking to carve out boundaries from an existing Association or an existing Association is seeking to expand into another Association's boundaries, the following processes shall apply:

- All changes and additions to boundaries shall be done with the cooperation and participation of all affected parties.
- Affected parties shall be those authorized to make such decision by the existing Association(s)' bylaws and person(s) authorized by a majority of households in the proposed new Association's boundaries. The Neighborhood Services Division may request documentation supporting the parties' contention that they are the affected parties, as described herein, prior to registration of the new Association or recognition of the new boundaries.

The affected parties shall consent, in writing, to the boundary changes.

If a compromise or agreement cannot be reached between the affected parties, a petition of the residents living in the area being disputed can be initiated.

- The petition shall be provided by the Neighborhood Services Division and shall be circulated to all residents living within the disputed boundaries. Everyone has the opportunity to participate. The collected signatures shall represent at least 50% of the affected households living within the disputed boundaries. Affected households shall be defined as one vote per address of those occupying the property at the time the petition is signed. Of the signatures collected, a 51% majority shall be in agreement for the petitioned changes to pass and be recognized.
- The signed petition shall be submitted within 60 days of the receipt of the first petition signature to the Neighborhood Services Division by 5 p.m. on the 60th day. After the expiration of the 60-day time period, the petition shall become null and void and the results will not be honored. The Kansas City Neighborhood Advisory Council will contact no less than 25% of the households identified on the petition to verify signatures and the validity of the boundaries in dispute.

• Revised Neighborhood Association bylaws reflecting the revised boundaries shall be filed with the affected groups.

Annual Reporting

Submission of Annual Report

The annual report is due no later than the 15th of November. One 60-day extension will be granted upon written request. A Neighborhood Association should submit an annual report which includes the following information:

- 1. A completed annual neighborhood survey that has been provided by the city,
- 2. Dates of the neighborhood meetings that were held during the previous calendar year;
- 3. Changes to the neighborhood association by-laws;
- 4. Minutes from the association's general membership meetings.
- 5. A brief report of the highlights of the Neighborhood Association's accomplishments for the previous year.

If a Neighborhood Association fails to meet the registration requirements, the Association will be notified by the Neighborhood Services Division prior to removal. Please note that the annual reports will be reviewed by the Kansas City Neighborhood Advisory Council and may be published on the Neighborhood and Community Services webpage to share best practices and successes.

Inactive Neighborhood Associations

Inactive Status

If the Neighborhood Services Division does not receive the annual report within the sixty (60) day deadline, a Letter of Non Compliance will be sent to the Neighborhood Association informing the group that the Association is considered INACTIVE and will no longer receive the benefits of an active, registered Neighborhood Association. A Letter of Non Compliance will be mailed to the last known primary contact for the Association and one other registered officer, if one exists.

Letter of Removal from "Active" Status

If an Association has not responded to the Letter of Non Compliance, a Letter of Removal will be mailed to the last known primary contact for the Association and one other registered officer, if one exists. The Association's status will be changed to "Inactive" in the Neighborhood Database and the Association's boundaries will be removed from the official Database. Once an Association is designated "Inactive," there is no prejudice against new or existing Associations from adjusting or claiming the area in question for inclusion in their boundaries. Inactive groups may re-apply to regain Active status.

Resolution of Grievances

Grievances, Complaints and Conflicts

Resolving grievances, complaints or conflicts against or within an Association are the responsibility of the Association. Each board is responsible for following their bylaws in regards

to a grievance, complaint or conflict. If necessary, the parties involved in a grievance, complaint or conflict may request the assistance of the Neighborhood Services Division to assist with obtaining facilitated resolution services. If the assistance of the Neighborhood Services Division is requested, both parties shall agree to participate in the facilitated resolution process and abide by the resolution, if any.

Any contact, communication, documentation or information requested by the Neighborhood Services Division shall be addressed to:

Neighborhood and Community Services Department-Neighborhood Services Division 4th Floor, City Hall, 414 E. 12th Street
Kansas City, Missouri 64106
ncs@kcmo.org

Phone: 816-513-3200 Fax: 816-513-3201